

## State Library of North Carolina – Library Services and Technology Act

### WIRELESS LAPTOP TRAINING LAB TIPSHEET

LSTA grant applicants proposing to establish a wireless laptop training lab should pay careful attention to the information provided in this tipsheet. Applications will be evaluated on the degree to which the applicant has complied with these expectations.

#### **General Information** Proposals must:

- Indicate the need for the project in the community. Make sure local data is used to illustrate the need for the project.
- Discuss how the project fits into the long-range goals of the library. How will a wireless lab support the goals of the library?
- Demonstrate that the training topics are of interest and relevance to the targeted population.
- If training will be conducted at off-site locations, indicate an interest from those locations to have training offered.
- The evaluation component is critical--a good, user-focused evaluation will demonstrate how this project will make a difference to end-users.

#### **Technical Information** Proposals must:

- Indicate that the library has performed a site survey of the library to accurately determine how many access points will be needed to provide ample wireless coverage. Applicants may want to purchase or borrow a single access point and client card to test the range within the library prior to preparing an application.
- Include an in-depth discussion of the wireless technology and equipment to be used, including Ethernet cards, wireless access points and network connections.
- Demonstrate that equipment being purchased is appropriate for the audience. For example, if the proposal targets seniors, then the applicant should consider purchasing external mice. Any peripherals being purchased to simulate a desktop experience should be discussed.
- Explain where laptops will be stored when not in use.
- Discuss how the library will handle security issues that occur when installing a wireless network.
- Discuss sustainability issues such as repairs, upgrades and maintenance, battery life and recharging.
- Verify whether the library will integrate its proposed wireless training lab into an existing wireless network (e.g., one managed by local government, the library's academic institution, etc.). If so, applicants must show that they have worked with the appropriate IT department(s) on all issues related to the wireless technology.
- As with all equipment purchases, detailed specifications must be provided. Make sure that information is provided about the technical staff who will be responsible for configuring the computers and the wireless technology. Applicants may propose to contract for the configuring of the wireless lab, but the credentials of the contractor should be included in the proposal.

#### **Off-site Training Projects**

Any proposal to provide off-site (i.e., outside the library) training must thoroughly investigate and document that off-site training is a viable option, that the training can actually take place, and that, after the training is completed, attendees will have access to computers.

For this reason, wireless laptop lab proposals which include plans to conduct training offsite must also:

- Include letters of support from the organization(s) responsible for the proposed training sites.
- Indicate that Internet accessibility is available at the remote training sites.
- Indicate that, if a wireless network is already installed at the site, the equipment being purchased by the library is compatible.
- Note who will be responsible for setting up the wireless lab and providing network and facility support at the off-site locations.
- Demonstrate that computer access and assistance will be available to those trained after the training is completed. For example, if training is to occur at a senior residential facility, will seniors have access to a computer at the facility following the training, and if not, will they be able to get to the library?